

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

PROGRAM FINANCIAL ANALYST

Role Title: Financial Services Specialist II

Position #00330

Pay Band 5, Level II Hiring Range: \$41,778 - \$73,000

Closing Date: August 5, 2013

The Budget & Contract Management Division seeks an experienced financial professional to serve as the Program Financial Analyst for the Electronic Health and Human Resources program (eHHR) to modernize information technology solutions in Virginia. This position develops and maintains all aspects of the Federal Centers for Medicaid and Medicare Services Advanced Planning Documents that secures CMS approval and enhanced federal funding for all eHHR projects to include the Health Information Technology Implementation Advanced Planning Document (APD) and the Enrollment and Eligibility Implementation and Operations APD. The incumbent is additionally responsible for planning, managing and developing program budgets; tracking and reporting expenditures; and managing contracts and memorandums of understanding with external Agencies under the direction of the Budgets and Contracts Manager in conjunction with the eHHR Program Director. The Program Financial Analyst will develop forecasts and reporting within state and federal guidelines, and manage contracts and interagency agreements with external agencies. The successful candidate must have considerable knowledge of accounting, budgeting, and fund management. Requires ability to analyze budgets and utilize most efficient means to distribute funds and other resources supporting the program. Must have demonstrated knowledge of financial analysis and reporting methods. Must be able to produce clear and concise reports using spreadsheet and word processing software. Must have demonstrated ability to work both independently and with others, to communicate effectively, both orally and in writing, and work successfully with diverse groups and all levels of management. Requires demonstrated ability to manage multiple projects while adhering to established timeframes. Degree with major coursework in accounting or business administration preferred. This position is required to complete a Statement of Economic Interests annually.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: <http://www.dmas.virginia.gov>

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA